

Capital Advisory Committee  
Special Meeting Minutes  
June 24, 2014

The meeting of the Capital Advisory Committee was called to order at 7:05 pm by Chair Brad Wolfe. Present were Committee members Mary Ellen Brown, Tim Butler, Dave Holl, and Jim Velleman. Also present were First Selectman Jim Hayden, Selectmen John Ziobro and Tom Short, Board of Finance Chair Dave Kilbon, Vice Chair Mark Porter and members Norm Hausmann, Mike Malloy and Karen Short, Board of Education Chair Trevor Sanford and School Business Manager Susan Greco.

Committee member Dave Lawton arrived at 7:45 pm.

Presentation to Boards of Education, Finance and Selectmen

Brad Wolfe provided an overall outline of the Committee's work. He noted that all costs, where cited, are in current dollars. No attempt has been made to adjust for inflation in future years. In addition, the inventory of Town assets includes existing structures, equipment and roads only. There is no projection of additional or expanded facilities which do not exist today.

Discussion of aspects of the report among Committee members and other attendees included

- How best to track and update the work over time. The Committee report recommends use of software to track maintenance and repair status. The boards of Education and Selectmen have included the cost of software in their respective FY15 budgets and plan to implement it this summer and fall.
- Prioritization among maintenance projects. Prioritization is a management decision for the boards of Education and Selectmen. The Committee report is intended to provide information to help make this decision.
- Consideration of a landlord/tenant arrangement for some facilities. The Town does this for the Library and may, in joint discussion among the three boards, consider using it for other facilities.

The Committee will amend the report to include a more definitive mission statement and to create grid-style summaries of maintenance status for Allgrove School and Middle/High School complex similar to that for Town buildings.

Adjourn

Dave Holl moved the meeting be adjourned. Seconded by Jim Velleman and approved unanimously. The meeting was adjourned at 8:04 pm.

Respectfully Submitted,  
David K. Kilbon, Acting Committee Clerk